

California Housing Finance Agency Job Opportunity

Office Assistant (T)

Salary Range	\$2003-2641
Final File Date	Open until filled
Division	Homeownership Division, Loan Production Unit. <i>Note this Division on the front of your application.</i>
Specific Location	12 th & L Streets, Sacramento
Tenure & Timebase	Permanent & Full-time
Number of Positions	One
Questions?	Carol LiVecchi 916-327-5172 or clivecchi@calhfa.ca.gov
Who Should Apply	Applicants should be on a current eligible list for appointment to this classification, or be State employees who are currently in the classification being advertised, or be eligible for lateral transfer to this classification, or former State employees with reinstatement rights to this classification. Applications will be screened and only those that best meet the requirements of the job will be considered.
How to Apply	Submit a standard State application form (resume may be attached) to: Carol LiVecchi California Housing Finance Agency P.O. Box 4034 Sacramento, CA 95812-4034 <i>Note on the front of your application that you're applying for the position in the Homeownership Division..</i>
Duties	<p><u>Under the supervision of the Housing Finance Chief, Homeownership, performs a variety of general clerical duties, which include the following:</u></p> <p><u>ESSENTIAL FUNCTIONS</u></p> <p><u>Loan Production:</u></p> <p>20% Log in incoming credit package loans files for conditional loan approval. Determine status of loans and either log them into the Homeownership Single Loan or BLOCK reservation system; distribute to appropriate staff; log in lien agreements into Prop 1A system; and update lender reservations per lender fax requests.</p> <p>20% <u>Review</u> incoming purchase packages to determine if it should be logged into reservations system, filed away until receipt of original note, integrate with previous original note already received, or forward to appropriate underwriter; enter daily receipt of purchase packages into database for underwriting.</p> <p>10% Fax or ship/mail approvals, loan files, recapture notices, suspense notices, notes deeds and other loan documents or files to lenders. File/pull approved loan packages, order purchased loan files from archives per underwriter requests, and research and locate missing files.</p> <p>5% Process Program Bulletins by creating and uploading the MediaTel lists and by coordinating the mass fax broadcast to Mediatel and the copying, assembly, and mass mailing out of bulletins</p> <p><u>General Duties:</u></p>

Equal Opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.

It is the objective of the State of California to achieve a drug-free state workplace. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

15% Open, identify, and distribute mail to appropriate staff and/or department. File, copy, fax, ship/mail letters, notices, bulletins, announcements, brochures, etc. to lenders, borrowers, and others via UPS/FedEx, internet or US mail. Maintain office supplies, coordinate maintenance and repair of copiers, printers, fax machines, and other office equipment.

15% Receive phone calls from public and lenders, provide information, route callers to appropriate staff and/or department. Receive and assist visitors.

5% Prepare and process equipment request forms (ERF's). Type memos and other miscellaneous documents (including electronic correspondence) from drafts prepared by staff utilizing word processing and database management programs. Maintain chron files. Distribute information and/or material to staff. Copy, file and transmit for processing travel claims on behalf of traveling staff.

Special Duties:

5% Update, print and mail weekly report letters on behalf of Homeownership Commitment Manager each week.

Email special loan and construction status reports to Wells Fargo weekly.

Create and maintain list for Commitment Manager letters.

Update and maintain Homeownership Program phone list.

Assist with training clerical temps.

Prepare monthly attendance reports and weekly staff itinerary report.
Assist with training clerical temps.

MARGINAL FUNCTIONS:

5% Open and close file cabinets each morning and evening. Set up, maintain, and purge files. Perform other duties as assigned.

12/9/05